

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1238

**TITLE:** INFORMATION OFFICER III

**GRADE:** S-26

**DEFINITION:**

Under direction, serves as division chief of the Public Information Branch or Information Systems Branch in the Office of Public Affairs; OR as the senior public information professional in a large agency which deals with delicate and/or sensitive information; OR as the key spokesperson for the County's e-government program; and performs related work as required.

**DISTINGUISHING CHARACTERSTICS OF THE CLASS:**

The Information Officer III differs from the Information Officer II in that the Information Officer III serves as division chief or senior public information professional working with county-wide initiatives, while directing information programs and dealing with information which is politically sensitive in nature, whereas the Information Officer II is responsible for executing programs which are less complex, including preparing public information presentations on agency services and programs; conducting community presentations to solicit support for and participation in agency activities; planning, writing, and editing publications; and dealing directly with the public.

**ILLUSTRATIVE DUTIES:**

Serves on 24-hour call, with responsibility for notifying County officials of significant incidents; Makes decisions under pressure and deadlines regarding information which may be released to the press;

Coordinates and provides information regarding emergency incidents and other sensitive matters to the news media;

Plans, directs, and executes publicity campaigns designed to inform citizens about various county programs, events or legislation;

Supervises the work of subordinates engaged in public information activities;

Establishes and maintains effective working relationships with members of the media;

Responds to requests for information regarding agency/County programs;

Provides assistance to agency/County staff as to the most effective means of communicating information to the general public, government employees, and other target groups;

Monitors and edits County's website content for style, accuracy, and timeliness;

Develops and implements County's website publicity program to increase participation and use;

Establishes and maintains countywide electronic public information policies;

Coordinates electronic FOIA issues;

Serves as liaison to vendors, county agencies, and others regarding county website activities;

Serves as contact for international, national, and local dignitaries, senior management, and others who desire information about the County's e-government program;

Ensures that County's e-government program is effective and useful for internal agencies and the general public;

Plans and executes the County's technology marketing program to inform the public about the benefits of e-government;

Conducts presentations to County management and Board of Supervisors to present public access technologies and capabilities;  
Designs, develops, and implements effective navigation schemes for applications and business transactions for the county worldwide website.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Detailed knowledge of the requirements of the media regarding content, format, and timing of official releases;  
Broad knowledge of the principles of public administration and public relations as applied to local government operations;  
Knowledge of fundamentals of still photography;  
Ability to plan and execute photographic coverage of complex events;  
Ability to adapt broadly defined policy guidance to specific situations with a minimal amount of supervision;  
Ability to work under pressure;  
Ability to participate in meaningful interchange of views on matters of critical importance to the County;  
Ability to plan and review the work of others;  
Ability to establish and maintain effective relationships with the public, the press, and County employees.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited college or university with a bachelor's degree in journalism, government, public administration, or a related field; PLUS  
Six years of progressively responsible experience in public information, broadcasting, or publications editing.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REVISED: March 29, 2001  
REVISED: January 14, 1986  
REVISED: February 29, 1988